



**Australian Government**  
**Department of Health**

**NSW Gifts and Benefits Register 2016-17**

| Date Approved | Gifter       |       | Item  |  |                |          |             | Custodial area |                     |                 | Purpose of gift being received            | Other comments  |
|---------------|--------------|-------|-------|--|----------------|----------|-------------|----------------|---------------------|-----------------|---|---|
|               | Organisation | Name  | Title | Description                                | Value Per Unit | Quantity | Total Value | Division       | Section             | Contact Details |   |   |
| 21/10/2016    | s 33         | s 33  | Dr    | Hand towel                                 | \$ 30          | 1        | \$ 30       | HSND           | Executive           | Emma Jobson     | Stakeholder site visits in Canberra       | Donated to staff rewards and recognition award  |
| 4/11/2016     | s 22, s 33   | s 33  | Dr    | Scarf                                      | \$ 30          | 1        | \$ 30       | HSND           | Executive           | Emma Jobson     | Stakeholder site visits in Canberra       | Donated to staff rewards and recognition award  |
| 17/11/2016    | s 47G        | s 47F | Ms    | Chocolates; mini calculator; handsanitiser | \$ 50          | 1        | \$ 50       | HSND           | Community Programs  | s 22            | Presentation given to s 47G               | Donated to staff rewards and recognition award  |
| 18/12/2016    |              |       |       | Christmas cup cakes                        | \$ 10          | 5        | \$ 50       | COO            | Corporate Service   | s 22            | Christmas gift to tenants                 | Provided to all staff   |
| 10/04/2017    |              |       |       | Easter egg hamper                          | \$ 25          | 2        | \$ 50       | COO            | Corporate Service   | s 22            | Easter gift to tenants                    | Donated to s 22 fund raising  |
| 1/06/2017     |              | s 47F | Ms    | Black tie                                  | \$ 25          | 1        | \$ 25       | HSND           | Regulatory Programs | s 22            | Attend 11th Birthday celebration of s 47G |   |
| 1/06/2017     |              | s 47F | Ms    | Aboriginal scarf                           | \$ 25          | 1        | \$ 25       | HSND           | Executive           | Emma Jobson     | Attend 11th Birthday celebration of s 47G | Donated to staff rewards and recognition award  |
| 28/08/2017    |              |       |       | Wine and handmade coat hanger              | \$ 31          | 1        | \$ 31       | HSND           | Regulatory Programs | s 22            | Presentation given at s 47G               |   |
| 15/08/2017    |              |       |       | Cheese knife and board                     | \$ 40          | 1        | \$ 40       | HSND           | Community Programs  | s 22            | conference                                |   |
| 15/09/2017    |              |       |       | Wine and chocolates                        | \$ 25          | 1        | \$ 25       | HSND           | Regulatory Programs | s 22            | Attend opening of s 47G                   | Shared with staff   |
| 15/09/2017    |              |       |       | Wine and chocolates                        | \$ 25          | 1        | \$ 25       | HSND           | Regulatory Programs | s 22            | a   | Attend opening of s 47G   |
| 13/12/2017    |              | s 47F | Mr    | David Jones Gift voucher                   | \$ 1,000       | 1        | \$ 1,000    | HSND           | Regulatory Programs | s 22            | Provider thank you to team                | Shared with staff \$1,000 gift voucher returned to provider as it is a conflict of interest |
| 18/12/2017    |              |       |       | Christmas cup cakes                        | \$ 10          | 5        | \$ 50       | COO            | Corporate Service   | s 22            | Christmas gift to tenants                 | Provided to all staff   |
|               |              |       |       |  |                |          | \$ -        |                |                     |                 |   |   |
|               |              |       |       |  |                |          | \$ -        |                |                     |                 |   |   |
|               |              |       |       |  |                |          | \$ 1,431    |                |                     |                 |   |   |

This database shows all gifts and benefits, regardless of financial value, that have been received by the TGA and its employees under the revised gifts and benefits policy on 9 August 2013. This is updated as required, and may include multiple gifts or benefits. The First Assistant Secretary of Regulatory Practice and Support is made aware of all gifts that are included on the TGA's register.

| Date of declaration/ receipt of gift | Name of recipient | Organisation     | Event   | Description of gift                 | Estimated value |
|--------------------------------------|-------------------|------------------|---|-------------------------------------|-----------------|
| 9-May-17                             | s 22 [REDACTED]   | s 33 [REDACTED]  | Visit to Australia - Presentation about compliance procedures | A small model tuk tuk made of metal | Less than \$50  |
| 3-Aug-17                             | s 22 [REDACTED]   | s 33 [REDACTED]  | Visit to Australia - Presentation about compliance procedures | Ornament in a glass case            | Less than \$50  |
| 11-Aug-17                            | Avi Rebera        | s 33 [REDACTED]  | Visit to Australia - Presentation about compliance procedures | A4 local Indonesian artwork         | Less than \$50  |
| 28 and 29 September 2017             | s 22 [REDACTED]   | s 47G [REDACTED] | Training  | Training course                     | 2250            |
| 28 and 29 September 2017             | s 22 [REDACTED]   | s 47G [REDACTED] | Training  | Training course                     | 2250            |
| 28 and 29 September 2017             | s 22 [REDACTED]   | s 47G [REDACTED] | Training  | Training course                     | 2250            |
| Oct-17                               | s 22 [REDACTED]   | s 33 [REDACTED]  | meeting with s 47G [REDACTED]                                 | Jade Elephant                       | \$100           |

ployees after implementation  
benefits for a given entry.  
gifts and benefits register.

| Location of gift                           | Authorised by                            |
|--|--|
| s 22<br>office - Corinna<br>Street - Woden | David Weiss (FAS)                        |
| Glass cabinets -<br>Symonston              | Prof John Skerritt -<br>Deputy Secretary |
| Glass cabinets -<br>Symonston              | Ross Hawkins (A/g<br>FAS)                |
| N/A  | Ross Hawkins (A/g<br>FAS)                |
| N/A  | Ross Hawkins (A/g<br>FAS)                |
| N/A  | Ross Hawkins (A/g<br>FAS)                |
| Glass cabinets -<br>Symonston              | Nicole McLay )A/g<br>FAS                 |

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This database shows all gifts and benefits, regardless of financial value, that have been received by the TGA and its employees after implementation of the revised gifts and benefits policy on 9 August 2013. This is updated as required, and may include multiple gifts or benefits for a given entry. The First Assistant Secretary of Regulatory Practice and Support is made aware of all gifts that are included on the TGA gifts and benefits register.

| Date of declaration/ receipt of gift | Name of recipient  | Organisation     | Event   | Description of gift   | Estimated value | Location of gift  | Authorised by |
|--------------------------------------|--|------------------|---|---|-----------------|---|---------------|
| 14-Jun-18                            | HPRG Executive - Adj. Prof Skerritt  | s 33 [REDACTED]  | s 33 [REDACTED] and his delegation attended the TGA as part of the DFAT funded Pacific Medicines Testing Program  | Traditional s 33 [REDACTED] wood carving of a canoe-prow figurehead     | 150             | Deputy Secretary's office                                     | RPSD FAS      |
| 12/09/2018                           | Regulatory Engagement and Planning Branch - Avi Rebera                         | s 33 [REDACTED]  | Meeting with s 33 [REDACTED]  | Universal Travel Adapter with s [REDACTED] branding                     | 25              | Avi Rebera's office   | RPSD FAS      |
| 2/10/2018                            | Regulatory Engagement and Planning Branch - s 22                               | s 33 [REDACTED]  | Attachment training at TGA: regulation of cell, tissue and gene therapies / 27-31 August 2018   | Wooden wall key holder with logo branding                               | < \$50          | Cabinet near entry  | RPSD FAS      |
| 7-Oct-18                             | Laboratories Branch - Biomaterials and engineering section - s 22              | s 47G [REDACTED] | s 47G [REDACTED] 2018   | The gift was of a monetary value and was declined.                      | \$0             | N/A   | RPSD FAS      |
| 7-Nov-18                             | Prescription Medicines Authorisation Branch - s 22                             | s 33 [REDACTED]  | s 33 Benchmarking assessment at a formal ceremony at a formal ceremony  | Jim Thompson handbag, small, canvas with elephants on it                | 120             | TBC   | RPSD FAS      |
| 15-Nov-18                            | Regulatory Engagement and Planning Branch - Avi Rebera                         | s 47G [REDACTED] | s 47G [REDACTED]  | 2x Wine Glasses with s 47G [REDACTED] Logo                              | <\$10           | Avi Rebera's office   | RPSD FAS      |
| 4-Dec                                | Regulatory Engagement and Planning Branch - Avi Rebera                         | s 47G [REDACTED] | Branch Planning Session   | Bottle of Farrah Estate shiraz wine                                     | <\$25           | Provided to the HPRG social club to be included staff raffle. | RPSD FAS      |
| 11-13 Dec                            | Medical Devices and Product Quality Division - Devices Clinical Section - s 22 | s 33 [REDACTED]  | s 33 [REDACTED] Working group meeting   | Portable speaker, tote bag embossed with meeting/ working group details | <\$10           | s 22 [REDACTED] office - TGA Symonston                        | RPSD FAS      |
| 21-Dec-18                            | Medical Devices and Product Quality Div, Laboratories Section - s 22           | s 47G [REDACTED] | Assisting s [REDACTED] as a technical assessor during on-site assessments of Australian testing laboratories in the field of pharmaceutical microbiology. | One 340ml reusable plastic 'keep cup'                                   | <\$16           | s 22 [REDACTED] office at FC-46                               | RPSD FAS      |

| This database shows all gifts and benefits, regardless of financial value, that have been received by the TGA and its employees after implementation of the |                     |                  |   |  |                 |   |               |
|---|---------------------|------------------|---|--|-----------------|---|---------------|
| Date of declaration/<br>receipt of gift   | Name of recipient   | Organisation     | Event   | Description of gift  | Estimated value | Location of gift                          | Authorised by |
| 18-Mar-19   | s 22                | s 47G            | Prize of 47G awarded to the highest academic achieving student in s 47G | \$300.00   | \$300.00        | Held by staff member                      | RPSD FAS      |
| 27/03/2019  | Avi Rebera and s 22 | division of s 33 | s 33 visit - Down scheduling and OTC labelling meeting                  | 2x Starbucks you are here collection ornaments s 33 mini mugs and handkerchief | \$60.00         | Regulatory Engagement and Planning Branch | RPSD FAS      |
| 28/06/2019  | John Skerritt       | s 33             | Meeting with s 33   | Clock - with s 33 logo and image of s 33 and cranes in gold and red            | \$ 40.00        | Deputy Secretary Office                   | RPSD FAS      |
|   |                     |                  |   |  |                 |   |               |
|   |                     |                  |   |  |                 |   |               |
|   |                     |                  |   |  |                 |   |               |
|   |                     |                  |   |  |                 |   |               |

**OGTR Gifts and benefits received**

| Date of Receipt | Nature of Gift                 | Recipient | Issue or Area of Interest | Action          | Estimated Value of Gift | Entered By | Date     |
|-----------------|--------------------------------|-----------|---------------------------|-----------------|-------------------------|------------|----------|
| 5-Jul-17        | Logo Mug containing chocolates | s 22      | s 47G                     | accepted        | Approx \$8              | s 22       | 5-Jul-17 |
| 23-Aug-17       | Bottle of wine                 | s 22      | s 47G                     | Donated to OGTR | Approx \$28             | s 22       | 6-Sep-17 |
| 24-Aug-17       | Bottle of wine                 | s 22      | s 47G                     | Donated to OGTR | Approx \$28             | s 22       | 6-Sep-17 |
| 1-Nov-17        | Bottle of wine                 | s 22      | s 47G                     | accepted        | Approx \$20             | s 22       | 8-Nov-17 |
| 21-Nov-17       | Scarf                          | Raj Bhula | s 33                      | accepted        | Approx \$20             | s 22       | 7-Dec-17 |

|           |  |                   |      |          |               |      |           |
|-----------|--|-------------------|------|----------|---------------|------|-----------|
|           |  |                   |      |          |               |      |           |
| 21-Nov-17 | Fan  | s 22              | s 33 | accepted | Approx \$20   | s 22 | 7-Dec-17  |
| 21-Nov-17 | Fan  | Michael Dornbusch | s 33 | accepted | Approx \$20   | s 22 | 7-Dec-17  |
| 21-Nov-17 | Scarf  | s 22              | s 33 | accepted | Approx \$20   | s 22 | 7-Dec-17  |
| 21-Nov-17 | Small cutlery set  | s 22              | s 33 | accepted | Approx \$20   | s 22 | 7-Dec-17  |
| 22-Nov-17 | flights ,<br>accommodation, meals<br>while at conference in<br>Korea | s 22              | s 33 | accepted | approx \$2787 | s 22 | 1-Dec-17  |
| 28-Nov-17 | UV Toothbrush<br>steriliser  | s 22              | s 33 | accepted | Approx \$10   | s 22 | 1-Dec-17  |
| 28-Nov-17 | Portable Desk light  | s 22              | s 33 | accepted | Approx \$33   | s 22 | 1-Dec-17  |
| 28-Nov-17 | Perpetual Diary  | s 22              | s 33 | accepted | Approx \$10   | s 22 | 1-Dec-17  |
| 1-Dec-17  | Boxed Fan  | s 22              | s 33 | accepted | Approx \$5    | s 22 | 20-Nov-17 |

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|           |   |                 |  |                        |                   |      |           |
|-----------|---|-----------------|--|------------------------|-------------------|------|-----------|
| 12-Dec-17 | Grandma's Pudding - Traditional   | Raj Bhula       | s 47G  | donated to social club | Approx \$40       | s 22 | 12-Dec-17 |
| 12-Sep-18 | Bottle of red wine  | Raj Bhula       | s 47G  | donated to social club | Approx \$30       | s 22 | 15-Sep-18 |
| 31-Oct-18 | Flights to Seoul accommodation and meals  | Raj Bhula       | s 22   | OGTR accepted          | \$2,266.74        | s 22 | 2-Jul-19  |
| 14-Dec-18 | Grandma's Pudding - Traditional   | Raj Bhula       | s 47G  | donated to social club | Approx \$40       | s 22 | 14-Dec-18 |
| 1-Feb-19  | bottle of red wine  | Raj Bhula       | s 22   | donated to social club | Approx \$40       | s 22 | 5-Feb-19  |
| 31-Mar-19 | Accomodation, conference registration, bottle of wine                               | Raj Bhula       | s 22   | approx OGTR accepted   | \$1240            | s 22 | 2-Jul-19  |
| 31-Mar-19 | overseas transport cost, accommodation meals and incidentials expenses for workshop | Raj Bhula       | s 22   | OGTR accepted          | \$4,050           | s 22 | 2-Jul-19  |
| 3-Apr-19  | bottle of wine  | Raj Bhula       | s 47G  | donated to social club | Approx \$30       | s 22 | 1-May-19  |
| 13-Jun-19 | lunch   | Raj Bhula, s 22 | Crocodile farm that was visited as part of an inspection | accepted               | approx \$60 total | s 22 | 26-Jun-19 |

|           |       |                 |          |          |                      |      |          |
|-----------|-------|-----------------|----------|----------|----------------------|------|----------|
|           |       | Raj Bhula, s 22 |          |          |                      |      |          |
| 28-Jun-19 | lunch |                 | s<br>MTC | consumed | approx<br>\$60 total | s 22 | 1-Jul-19 |

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# Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's Gift and Benefits Guideline and Finance Business Rule R.10.1.

## Information about the Gifts or Benefits\*

|   |                               |  |  |
|---|-------------------------------|--|--|
| *Date gift or benefit received  |                               | 23 March 2018  |  |
| *Gifter organisation or person  |                               | s 33   |  |
| Relationship of gifter to the Department/official (eg contracted, regulatory or peak body)  |                               | Sponsor of travel to participate in national conference              |  |
| Item  | *Description                  | Wall hanging – replica of cap ornaments for king and queen           |  |
|   | *Value per unit               | \$50 AUS   |  |
|   | How was the value determined? | Reasonable estimate  |  |
|   | *Quantity                     | 1  |  |
|   | *Total value                  | \$50 AUS   |  |
| *Reason for accepting gift or benefit   |                               | Guest of <sup>s 33</sup> I was presented the wall hanging as a gift. |  |
| *Recipient of gift or benefit   |                               | s 22   |  |
| Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)       |                               | No   |  |
| *Where is the item stored (eg has it been retained by staff member, is it on display in Department or has it been disposed of, if so how – refer to Finance Business Rules) |                               | Retained. Displayed in Medical Benefits Division                     |  |

\*The above information will be recorded on the Division's Gift and Benefits Register

## Recipient to complete

|   |   |
|---|---|
| Name  | s 22                                      |
| Position title  | Director                                  |
| Section   | Medical Specialist Services Section       |
| Branch  | MBS Policy and Specialist Services Branch |
| <i>I have read and understood the Department's Gift and Benefits Guideline and agree that the above action is in accordance with the Guideline.</i> | s 22<br>27 March 2018                     |

## Unit Head (refer to Gift and Benefits Guideline) to complete

|   |   |
|---|---|
| Name  | Natasha Ryan                              |
| Position title  | Assistant Secretary                       |
| Division/Branch   | MBS Policy and Specialist Services Branch |
| <i>I agree that the above action is in accordance with the Guideline.</i> |   |

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance/Business Manager for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible for filing and retaining the original of this form in accordance with the Records Management Guidance.



# Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's Gift and Benefits Guideline and Finance Business Rule R.10.1.

## Information about the Gifts or Benefits\*

|   |                               |  |
|---|-------------------------------|--|
| *Date gift or benefit received  |                               | 24 September 2018  |
| *Gifter organisation or person  |                               | s 33   |
| Relationship of gifter to the Department/official (eg contracted, regulatory or peak body)  |                               | Reputable and apolitical research organisation offered to pay for acceptance of its invitation to participate as a member of one of its steering committees, and to participate in and make a short presentation at an associated workshop.  |
| Item  | *Description                  | Business class return air travel, 3 nights' accommodation, associated meals, and <del>s 33</del> ground travel.  |
|   | *Value per unit               | s 33 (~AU\$12465.28 at 1:1.81 at 21 September 2018)  |
|   | How was the value determined? | Quotes only provided for business class return air travel, other costs expected to be comparatively small.   |
|   | *Quantity                     | One return business class air fare.  |
|   | *Total value                  | Likely between AU\$12465.28 and AU\$13000.   |
| *Reason for accepting gift or benefit   |                               | To attend, participate in and present at workshop, and to participate in steering committee.<br>s 22   |
| *Recipient of gift or benefit   |                               |  |
| Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)       |                               | The relationship between this research organisation and the Department was initiated over two decades ago via the TGA and any perception of a conflict of has been managed consistently since then. Officers linked to TAAD have mostly participated at annual workshops since 2009, adopting the same consistent approach to this management. |
| *Where is the item stored (eg has it been retained by staff member, is it on display in Department or has it been disposed of, if so how – refer to Finance Business Rules) |                               | Not applicable.  |

\*The above information will be recorded on the Division's Gift and Benefits Register

## Recipient to complete

|  |                                 |
|--|---------------------------------|
| Name   | s 22                            |
| Position title   | Strategic Adviser, Evaluation   |
| Section  | HTA Improvement Section         |
| Branch   | OHTA Policy and Programs Branch |
| I have read and understood the Department's Gift and Benefits Guideline and agree that the above action is in accordance with the Guideline. | Sign/date<br>s 22<br>21/09/2018 |

## Unit Head (refer to Gift and Benefits Guideline) to complete

|  |   |
|--|---|
| Name   | Adriana Platona                             |
| Position title   | First Assistant Secretary                   |
| Division/Branch  | Technology Assessment and Access Division   |
| I agree that the above action is in accordance with the Guideline. | Sign/date<br><i>Adriana Platona</i> 25/9/18 |

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance/Business Manager for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible filing and retaining the original of this form in accordance with the Records Management Guidance.



**Australian Government**  
**Department of Health**

### Gifting Register (Gifted to Health)



## Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's Gifts and Benefits Policy and Finance Business Rule (FBR) R.10.1.

### Information about the Gifts or Benefits\*

|   |                               |  |
|---|-------------------------------|--|
| *Date gift or benefit received  |                               | 16 FEBRUARY 2019<br>s 47F, s 47G   |
| *Gifter organisation or person  |                               | WORK ASSOCIATE (ATTENDED COME W PROF )<br>s 47F                          |
| Relationship of gifter to the Department/official (e.g. contracted, regulatory or peak body)  |                               | INVITATION TO WNBL FINAL BRUCE   |
| Item  | *Description                  | UNCERTAIN - ESTIMATE \$20(TICKET).                                       |
|   | *Value per unit               | 1  |
|   | How was the value determined? | PROF ADVISED OF ONLINE TICKET COST                                       |
|   | *Quantity                     | 1  |
|   | *Total value                  | 20   |
| *Reason for accepting gift or benefit   |                               | COLLABORATION W PROF REGARDING<br>INTEREST IN SPORTS INVESTMENT<br>s 47F |
| *Recipient of gift or benefit   |                               | ANDREW C GOODIN  |
| Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)         |                               | NO. LINE MANAGEMENT CONSULTED<br>PRED TO ACCEPTANCE.                     |
| *Where is the item stored (e.g. has it been retained by staff member, is it on display in Department or has it been disposed of, if so how - refer to Finance Business Rules) |                               | N/A  |

\*The above information will be recorded on the Division's Gifts and Benefits Register

### Recipient to complete

|   |                              |
|---|------------------------------|
| Name  | ANDREW C GOODIN .            |
| Position title  | FAS NISU PHSD .              |
| Section   | MJU                          |
| Branch  | NISU                         |
| I have read and understood the Department's Gifts and Benefits Policy, and relevant sections of FBR R10.1 and agree that the above action is in accordance with the Policy and FBR. | Sign/date<br>AC 20 FEB 2019. |

### Unit Head (refer to Gifts and Benefits Policy) to complete

|   |                      |
|---|----------------------|
| Name  | LISA STODDART        |
| Position title  | Deputy Secretary     |
| Division/Branch   |                      |
| I agree that the above action is in accordance with the Policy and FBR. | Sign/date<br>22.2.19 |

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance Business Partner for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible filing and retaining the original of this form in accordance with the Records Management Guidance.



**Australian Government  
Department of Health**

Gifting Register (Gifted to Health)

| Date Received | Gifter | Item         |                               |                |          |             | Custodial area |           |                | Further Comments   |
|---------------|--------|--------------|-------------------------------|----------------|----------|-------------|----------------|-----------|----------------|--|
|               |        | Organisation | Description                   | Value Per Unit | Quantity | Total Value | Name           | Group     | Contact Person |  |
| 15/02/2019    | S 47F  |              | Attend Rugby in corporate box | \$100          | 2        | \$200       | Jaye Smith     | Aged Care | Jaye Smith     | S 47F is a personal friend and I accepted this gift in that capacity. I have declared this friendship in my SES conflict of interest declaration |
|               |        |              |                               |                |          |             |                |           |                |  |
|               |        |              |                               |                |          |             |                |           |                |  |
|               |        |              |                               |                |          |             |                |           |                |  |
|               |        |              |                               |                |          |             |                |           |                |  |

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| Date                          | Event/Gift   | Documents in TRIM   | Time taken |
|-------------------------------|--|---|------------|
| <b>2017-18 Financial Year</b> |  |   |            |
| 9 October 2017                | s 33<br><br>, Regional Committee<br><b>Meeting 2017</b><br>Gala Dinner                       | <b>E17-9006</b><br>Folder for RCM68 - Commitment Approval - BCEC #6000074857 & #6000079654<br><b>E17-89809</b><br>Folder for RCM68-Gala Dinner- 9 October- Epicure/Brisbane City Hall<br><b>D18-363771</b><br>Deputy Secretary Signed Minute + Request for PAS clearance  | 20 minutes |
| 22 May 2018                   | s 33<br><br>Australian Reception   | <b>D18-775259</b><br>Secretary Signed Minute and Official Hospitality Form- Australian Reception<br><b>D18-905508</b><br>Invoice  | 5 minutes  |
| <b>2018-19 Financial Year</b> |  |   |            |
| 17-18 June 2018               | s 33, s 47F<br><br><b>official visit to Australia</b><br>Official Dinner<br>Ground Transport | <b>D19-740984</b><br>Secretary Signed Minute- Official Dinner<br><b>D19-740983</b><br>Deputy Secretary Signed Request for Official Hospitality Form- Official Dinner<br><b>D19-721422</b><br>First Assistant Secretary Signed Minute- Ground transport<br><b>D19-721443</b><br>First Assistant Secretary Signed Request for Official Hospitality Form- Ground Transport | 15 minutes |

## Annual Miscellaneous Information Pack 2018-19

### 1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS

#### Cash on hand

Includes any petty cash, unbanked cheques and any other cash holdings (expected to be minimal).

#### Money held by outsiders

Includes all other CRF money, within the definition of the *Public Governance, Performance and Accountability Act 2013*, held by an outside entity, such as where a non-government entity has been engaged by the Department to collect funds on their behalf and remit back to the Department, but is holding unremitted funds as at 30 June.

| Administered / Departmental               | Cost Center | Division | Type (cash on hand / money held by outsiders) | Amount \$ | Organisation holding money (for money held by outsiders ONLY) |
|---|-------------|----------|---|-----------|---|
|   |             |          |   |           |   |
|   |             |          |   |           |   |
|   |             |          |   |           |   |
|   |             |          |   |           |   |
| <b>Closing balance as at 30 June 2019</b> |             |          |   |           |   |

As at 30 June 2019 a cash count has confirmed the balance of

[redacted] cash on hand.

As at 30 June 2019 outside entities are holding the balance of

[redacted] money held by outsiders

### 2) RESOURCES RECEIVED FREE OF CHARGE

Resources received free of charge are required to be recognised at their fair value if the fair value:

- a) Can be reliably measured; and
- b) the services would have been purchased if not received free of charge.

*Fair value is market value.*

| Administered / Departmental                            | Division | Details of resources received free of charge | Name of the organisation providing resources free of charge | Value \$ |
|--|----------|--|---|----------|
|  |          |  |   |          |
|  |          |  |   |          |
|  |          |  |   |          |
|  |          |  |   |          |
| <b>Total resources received free of charge 2018-19</b> |          |  |   |          |

### 3) GIFTS GIVEN OR RECEIVED

#### Gifting Relevant property

Section 66 of the PGPA Act sets out the circumstances where a gift of relevant property may be made by a Minister or an official of a non-corporate Commonwealth entity. This section also provides the Finance Minister with the power to authorise in writing a gift of relevant property. This power has been delegated with directions to all non-corporate Commonwealth entity accountable authorities, who in most cases have sub-delegated it to certain non-corporate Commonwealth entity officials.

#### Receiving Gifts and Benefits

Officials, in the course of their work, may be offered gifts such as souvenirs, bottles of wine and personal items, or benefits, such as sponsored travel, hospitality, accommodation or entertainment. Generally, officials should not accept gifts or benefits in the course of their work. However, there may be circumstances where it is appropriate to accept a gift or benefit. For example, where refusal could cause cultural offence or where attendance at an event is an important means of developing and maintaining relationships with key stakeholders. Officials should carefully consider the appropriateness of a gift or benefit, before accepting or rejecting it. Gifts provided to officials in the course of their work immediately become relevant property when received.

| Administered / Departmental                              | Division  | Gift given or received? | Name of the organisation gift was given to / received from | Details of the gift given or received | Value \$          |
|--|-----------|-------------------------|--|---------------------------------------|-------------------|
|  | HERD-S 22 | Received                | S 33   | Card Holder                           | Under \$50        |
|  |           |                         |  |                                       |                   |
|  |           |                         |  |                                       |                   |
| <b>Total value of gifts given / received for 2018-19</b> |           |                         |  |                                       | <b>Under \$50</b> |

s 22

Prepared by:

Signature S 22

Name & Date

Authorised by\*:

[Authorised electronically]

Signature

Masha Somi, 5 July 2019

Name & Date

\* = clearance by an EL2 or above

## PSD Annual Miscellaneous Information Pack 2018-19

### 1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS

#### Cash on hand

Includes any petty cash, unbanked cheques and any other cash holdings (expected to be minimal).

#### Money held by outsiders

Includes all other CRF money, within the definition of the *Public Governance, Performance and Accountability Act 2013*, held by an outside entity, such as where a non-government entity has been engaged by the Department to collect funds on their behalf and remit back to the Department, but is holding unremitted funds as at 30 June.

| Administered / Departmental               | Cost Center | Division | Type (cash on hand / money held by outsiders) | Amount \$ | Organisation holding money (for money held by outsiders ONLY) |
|---|-------------|----------|---|-----------|---|
|   |             |          |   |           |   |
|   |             |          |   |           |   |
|   |             |          |   |           |   |
|   |             |          |   |           |   |
| <b>Closing balance as at 30 June 2019</b> |             |          |   |           |   |

As at 30 June 2019 a cash count has confirmed the balance of

[redacted] cash on hand.

As at 30 June 2019 outside entities are holding the balance of

[redacted] money held by outsiders

### 2) RESOURCES RECEIVED FREE OF CHARGE

Resources received free of charge are required to be recognised at their fair value if the fair value:

- a) Can be reliably measured; and
- b) the services would have been purchased if not received free of charge.

*Fair value is market value.*

| Administered / Departmental                            | Division | Details of resources received free of charge | Name of the organisation providing resources free of charge | Value \$ |
|--|----------|--|---|----------|
|  |          |  |   |          |
|  |          |  |   |          |
|  |          |  |   |          |
|  |          |  |   |          |
| <b>Total resources received free of charge 2018-19</b> |          |  |   |          |

### 3) GIFTS GIVEN OR RECEIVED

#### Gifting Relevant property

Section 66 of the PGPA Act sets out the circumstances where a gift of relevant property may be made by a Minister or an official of a non-corporate Commonwealth entity. This section also provides the Finance Minister with the power to authorise in writing a gift of relevant property. This power has been delegated with directions to all non-corporate Commonwealth entity accountable authorities, who in most cases have sub-delegated it to certain non-corporate Commonwealth entity officials.

#### Receiving Gifts and Benefits

Officials, in the course of their work, may be offered gifts such as souvenirs, bottles of wine and personal items, or benefits, such as sponsored travel, hospitality, accommodation or entertainment. Generally, officials should not accept gifts or benefits in the course of their work. However, there may be circumstances where it is appropriate to accept a gift or benefit. For example, where refusal could cause cultural offence or where attendance at an event is an important means of developing and maintaining relationships with key stakeholders. Officials should carefully consider the appropriateness of a gift or benefit, before accepting or rejecting it. Gifts provided to officials in the course of their work immediately become relevant property when received.

| Administered / Departmental                              | Division | Gift given or received? | Name of the organisation gift was given to / received from | Details of the gift given or received | Value \$ |
|--|----------|-------------------------|--|---------------------------------------|----------|
| Departmental   | PSD      | Received                | s 47F, s 47G   | Book Voucher                          | 25.00    |
|  |          |                         |  |                                       |          |
|  |          |                         |  |                                       |          |
|  |          |                         |  |                                       |          |
| <b>Total value of gifts given / received for 2018-19</b> |          |                         |  |                                       |          |

s 22

#### Prepared by:

Maxwell Mireku  
Signature  
s 22 8/07/2019  
Name & Date  
s 22

#### Authorised by\*:

Signature  
s 22 8/07/2019  
Name & Date

\* = clearance by an EL2 or above



## Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's Gift and Benefits Guideline and Finance Business Rule R.10.1.

### Information about the Gifts or Benefits\*

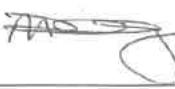
|   |                               |  |
|---|-------------------------------|--|
| *Date gift or benefit received  |                               | 8/3/2018   |
| *Gifter organisation or person  |                               | s 47F, s 47G   |
| Relationship of gifter to the Department/official (eg contracted, regulatory or peak body)  |                               | Academic organisation  |
| Item  | *Description                  | Book voucher   |
|   | *Value per unit               | \$25   |
|   | How was the value determined? | Unknown  |
|   | *Quantity                     | 1  |
|   | *Total value                  | \$25   |
| *Reason for accepting gift or benefit   |                               | Lecture given to master of Public Health students on health reform |
| *Recipient of gift or benefit   |                               | Anne-Marie Boxall  |
| Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)       |                               | No   |
| *Where is the item stored (eg has it been retained by staff member, is it on display in Department or has it been disposed of, if so how – refer to Finance Business Rules) |                               | Retained by staff member   |

\*The above information will be recorded on the Division's Gift and Benefits Register

### Recipient to complete

|  |  |
|--|--|
| Name   | Anne-Marie Boxall  |
| Position title   | Senior Adviser   |
| Section  |  |
| Branch   | Long-term Reform Taskforce   |
| I have read and understood the Department's Gift and Benefits Guideline and agree that the above action is in accordance with the Guideline. | Sign/date<br><br>13/3/18 |

### Unit Head (refer to Gift and Benefits Guideline) to complete

|  |   |
|--|---|
| Name   | Maria Jolly   |
| Position title   | FAS   |
| Division/Branch  | Portfolio Strategies  |
| I agree that the above action is in accordance with the Guideline. | Sign/date<br><br>13/3/18 |

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance/Business Manager for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible filing and retaining the original of this form in accordance with the Records Management Guidance.



Australian Government  
Department of Health

Annual Miscellaneous Information Pack 2018-19

**1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS**

**Cash on hand**

Includes any petty cash, unbanked cheques and any other cash holdings (expected to be minimal).

**Money held by outsiders**

Includes all other CRF money, within the definition of the *Public Governance, Performance and Accountability Act 2013*, held by an outside entity, such as where a non-government entity has been engaged by the Department to collect funds on their behalf and remit back to the Department, but is holding unremitted funds **as at 30 June**.

| Administered / Departmental               | Cost Center | Division  | Type (cash on hand / money held by outsiders) | Amount \$ | Organisation holding money (for money held by outsiders ONLY) |
|---|-------------|-----------|---|-----------|---|
|   |             | EXECUTIVE | nil   |           |   |
|   |             |           |   |           |   |
|   |             |           |   |           |   |
| <b>Closing balance as at 30 June 2019</b> |             |           |   |           |   |

As at 30 June 2019 a cash count has confirmed the balance of

[redacted] cash on hand.

As at 30 June 2019 outside entities are holding the balance of

[redacted] money held by outsiders

**2) RESOURCES RECEIVED FREE OF CHARGE**

**Resources received free of charge are required to be recognised at their fair value if the fair value:**

- a) Can be reliably measured; and
- b) the services would have been purchased if not received free of charge.

*Fair value is market value.*

| Administered / Departmental                            | Division  | Details of resources received free of charge | Name of the organisation providing resources free of charge | Value \$ |
|--|-----------|--|---|----------|
|  | EXECUTIVE | nil  |   |          |
|  |           |  |   |          |
|  |           |  |   |          |
| <b>Total resources received free of charge 2018-19</b> |           |  |   |          |

**3) GIFTS GIVEN OR RECEIVED**

**Gifting Relevant property**

Section 66 of the PGPA Act sets out the circumstances where a gift of **relevant property** may be made by a **Minister** or an **official** of a **non-corporate Commonwealth entity**. This section also provides the **Finance Minister** with the power to authorise in writing a gift of relevant property. This power has been delegated with directions to all non-corporate Commonwealth entity accountable authorities, who in most cases have sub-delegated it to certain non-corporate Commonwealth entity officials.

**Receiving Gifts and Benefits**

**Officials**, in the course of their work, may be offered gifts such as souvenirs, bottles of wine and personal items, or benefits, such as sponsored travel, hospitality, accommodation or entertainment. Generally, officials should not accept gifts or benefits in the course of their work. However, there may be circumstances where it is appropriate to accept a gift or benefit. For example, where refusal could cause cultural offence or where attendance at an event is an important means of developing and maintaining relationships with key stakeholders. Officials should carefully consider the appropriateness of a gift or benefit, before accepting or rejecting it. Gifts provided to officials in the course of their work immediately become relevant property when received.

| Administered / Departmental                              | Division | Gift given or received? | Name of the organisation gift was given to / received from | Details of the gift given or received | Value \$  |
|--|----------|-------------------------|--|---------------------------------------|-----------|
| Departmental   | Exec     | Received                | s 47G  |                                       |           |
| Departmental   | Exec     | Received                |  | Flowers & chocolates                  | 185.00    |
|  |          |                         |  | Seat at presentation                  | 86.70     |
| <b>Total value of gifts given / received for 2018-19</b> |          |                         |  |                                       | \$ 271.70 |

s 22

Prepared by:

*Signature*  
s 22

4 Jul-19

Name & Date  
s 22

Authorised by\*:

*Signature*  
s 22

4 Jul-19

Name & Date

\* = clearance by an EL2 or above



## Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's [Gift and Benefits Guideline](#) and Finance Business Rule R.10.1.

### Information about the Gifts or Benefits\*

|   |                               |  |
|---|-------------------------------|--|
| *Date gift or benefit received  |                               | 14 July 2018<br>s 47G  |
| *Gifter organisation or person  |                               |  |
| Relationship of gifter to the Department/official (eg contracted, regulatory or peak body)  |                               | S 47G were contracted to previous department (Education) and they were a farewell gift |
| Item  | *Description                  | Flowers and chocolates   |
|   | *Value per unit               | \$185.00   |
|   | How was the value determined? | Phoned florist who provided price  |
|   | *Quantity                     | 2 bunches flowers and 2 boxes chocolates   |
|   | *Total value                  | \$185.00   |
| *Reason for accepting gift or benefit   |                               |  |
| *Recipient of gift or benefit   |                               | s 22   |
| Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)       |                               | Nil  |
| *Where is the item stored (eg has it been retained by staff member, is it on display in Department or has it been disposed of, if so how – refer to Finance Business Rules) |                               | Retained by staff member   |

\*The above information will be recorded on the Division's Gift and Benefits Register

### Recipient to complete

|  |                                       |      |
|--|---------------------------------------|------|
| Name   | s 22                                  |      |
| Position title   | Executive Assistant/Executive Officer |      |
| Section  | Executive                             |      |
| Branch   |                                       |      |
| I have read and understood the Department's Gift and Benefits Guideline and agree that the above action is in accordance with the Guideline. | Sign/date                             | s 22 |

*17/7/18* *C715*

### Unit Head (refer to [Gift and Benefits Guideline](#)) to complete

|  |                         |                |
|--|-------------------------|----------------|
| Name   | Matt Yannopoulos        |                |
| Position title   | Chief Operating Officer |                |
| Division/Branch  | Executive               |                |
| I agree that the above action is in accordance with the Guideline. | Sign/date               | <i>17/7/18</i> |

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance/Business Manager for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible filing and retaining the original of this form in accordance with the [Records Management Guidance](#).



## Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's Gift and Benefits Guideline and Finance Business Rule R.10.1.

### Information about the Gifts or Benefits\*

|   |                               |  |
|---|-------------------------------|--|
| *Date gift or benefit received  |                               | 25 July 2018   |
| *Gifter organisation or person  |                               | s 47G, s 47F   |
| Relationship of gifter to the Department/official (eg contracted, regulatory or peak body)  |                               | Peak body  |
| Item  | *Description                  | National Press Club Address by President of the <sup>s 47F</sup> s 47G |
|   | *Value per unit               | \$86.70  |
|   | How was the value determined? | Via Website  |
|   | *Quantity                     | 1 seat   |
|   | *Total value                  | \$86.70  |
| *Reason for accepting gift or benefit   |                               |  |
| *Recipient of gift or benefit   |                               | Glenys Beauchamp   |
| Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)       |                               | Nil  |
| *Where is the item stored (eg has it been retained by staff member, is it on display in Department or has it been disposed of, if so how – refer to Finance Business Rules) |                               | N/A  |

\*The above information will be recorded on the Division's Gift and Benefits Register

### Recipient to complete

|  |  |
|--|--|
| Name   | Glenys Beauchamp                               |
| Position title   | Secretary                                      |
| Section  | Executive                                      |
| Branch   |  |
| I have read and understood the Department's Gift and Benefits Guideline and agree that the above action is in accordance with the Guideline. | Sign/date s 22<br>s 22<br>12/7/18<br>Secretary |

### Unit Head (refer to Gift and Benefits Guideline) to complete

|  |   |
|--|---|
| Name   | Matt Yannopoulos  |
| Position title   | Chief Operating Officer   |
| Division/Branch  | Executive   |
| I agree that the above action is in accordance with the Guideline. | Sign/date<br>13/7/18<br> |

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance/Business Manager for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible filing and retaining the original of this form in accordance with the Records Management Guidance.

s 22

**From:** s 22  
**Sent:** Thursday, 12 July 2018 12:00  
**To:** YANNOPOULOS, Matt  
**Subject:** INVITATION<sup>s 47G</sup> President's address at the NPC [SEC=UNCLASSIFIED]

Good morning Matt

On behalf of the Secretary, I would like to declare a gift of hospitality.

s 47F Secretary General of the<sup>s 47G</sup> has invited her to be a guest of the<sup>s 47G</sup> at the National Press Club  
Address by<sup>s 47F</sup> President of the<sup>s 47G</sup> on Wednesday 25 July.

The Secretary has accepted the invitation, please see below invitation from the<sup>s 47G</sup> to the event.

The price of the ticket is \$86.00

Regards

s 22

Executive Assistant to Glenys Beauchamp PSM  
Secretary  
Department of Health  
GPO Box 9848 Canberra ACT 2601

s 22

**From:** s 47F  
**Sent:** Monday, 9 July 2018 4:28 PM  
**To:** s 22  
**Subject:** INVITATION<sup>s 47G</sup> President's address at the NPC [SEC=No Protective Marking]

s 22  
Hi

s 47F has asked that I send the below to you for Ms Beauchamp. If you wouldn't mind pass in on please.  
Hope you are well.

Thank you

s 47F

\*\*\*

Dear Glenys

The<sup>s 47G</sup> would be delighted if you are able to attend the upcoming address to the National Press Club by the President,<sup>s 47F</sup> as our guest.

The address is on Wednesday 25 July.

Kind regards

s 47F

THIS DOCUMENT HAS BEEN  
UNDER THE FREEDOM OF  
INFORMATION ACT  
BY THE DEPARTMENT OF

THIS DOCUMENT HAS BEEN  
UNDER THE FREEDOM OF  
BY THE DEPARTMENT OF

## Annual Miscellaneous Information Pack 2018-19

### 1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS

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| Administered / Departmental               | Cost Center | Division | Type (cash on hand / money held by outsiders) | Amount \$ | Organisation holding money (for money held by outsiders ONLY) |
|---|-------------|----------|---|-----------|---|
|   |             | FMD      | NIL   |           |   |
|   |             |          |   |           |   |
|   |             |          |   |           |   |
| <b>Closing balance as at 30 June 2019</b> |             |          |   |           |   |

As at 30 June 2019 a cash count has confirmed the balance of

[redacted] cash on hand.

As at 30 June 2019 outside entities are holding the balance of

[redacted] money held by outsiders

### 2) RESOURCES RECEIVED FREE OF CHARGE

#### Resources received free of charge are required to be recognised at their fair value if the fair value:

- a) Can be reliably measured; and
- b) the services would have been purchased if not received free of charge.

*Fair value is market value.*

| Administered / Departmental                            | Division | Details of resources received free of charge | Name of the organisation providing resources free of charge | Value \$ |
|--|----------|--|---|----------|
|  | FMD      | NIL  |   |          |
|  |          |  |   |          |
|  |          |  |   |          |
| <b>Total resources received free of charge 2018-19</b> |          |  |   |          |

### 3) GIFTS GIVEN OR RECEIVED

#### Gifting Relevant property

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| Administered / Departmental                              | Division | Gift given or received? | Name of the organisation gift was given to / received from<br>s 47G | Details of the gift given or received | Value \$  |
|--|----------|-------------------------|---|---------------------------------------|-----------|
| Departmental   | FMD      | Received                |   | Chocolates & first aid kit            | 45.00     |
| Departmental   | FMD      | Received                |   | Cookie Sandwiches                     | 65.00     |
|  |          |                         |   |                                       |           |
| <b>Total value of gifts given / received for 2018-19</b> |          |                         |   |                                       | \$ 110.00 |

s 22

Prepared by:

Signature  
s 22 4 Jul-19  
s 22

Authorised by\*:

Signature  
s 22 4 Jul-19  
Name & Date

\* = clearance by an EL2 or above



## Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's [Gifts and Benefits Policy](#) and [Finance Business Rule \(FBR\) R.10.1](#).

### Information about the Gifts or Benefits\*

|   |  |              |                              |                 |  |                               |                |           |    |              |      |
|---|--|--------------|------------------------------|-----------------|--|-------------------------------|----------------|-----------|----|--------------|------|
| *Date gift or benefit received  | 18 December 2018   |              |                              |                 |  |                               |                |           |    |              |      |
| *Gifter organisation or person  | s 47G  |              |                              |                 |  |                               |                |           |    |              |      |
| Relationship of gifter to the Department/official (e.g. contracted, regulatory or peak body)  | Supplier of office furniture   |              |                              |                 |  |                               |                |           |    |              |      |
| Item  | <table border="1"><tr><td>*Description</td><td>Butterbing Cookie Sandwiches</td></tr><tr><td>*Value per unit</td><td></td></tr><tr><td>How was the value determined?</td><td>Website search</td></tr><tr><td>*Quantity</td><td>16</td></tr><tr><td>*Total value</td><td>\$65</td></tr></table> | *Description | Butterbing Cookie Sandwiches | *Value per unit |  | How was the value determined? | Website search | *Quantity | 16 | *Total value | \$65 |
| *Description  | Butterbing Cookie Sandwiches   |              |                              |                 |  |                               |                |           |    |              |      |
| *Value per unit   |  |              |                              |                 |  |                               |                |           |    |              |      |
| How was the value determined?   | Website search   |              |                              |                 |  |                               |                |           |    |              |      |
| *Quantity   | 16   |              |                              |                 |  |                               |                |           |    |              |      |
| *Total value  | \$65   |              |                              |                 |  |                               |                |           |    |              |      |
| *Reason for accepting gift or benefit   | Just over inconsequential gift benefit cost and highly perishable. <sup>s 47G</sup> contacted to advise not too send gifts   |              |                              |                 |  |                               |                |           |    |              |      |
| *Recipient of gift or benefit   | Financial Business Support Branch/Property Section   |              |                              |                 |  |                               |                |           |    |              |      |
| Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)         | No. No current new furniture proposals in consideration at this time.  |              |                              |                 |  |                               |                |           |    |              |      |
| *Where is the item stored (e.g. has it been retained by staff member, is it on display in Department or has it been disposed of, if so how – refer to Finance Business Rules) | Retained by section for consumption  |              |                              |                 |  |                               |                |           |    |              |      |

\*The above information will be recorded on the Division's Gifts and Benefits Register

### Recipient to complete

|   |                                   |
|---|-----------------------------------|
| Name  | s 22                              |
| Position title  | Director                          |
| Section   | Property                          |
| Branch  | Financial Business Support        |
| I have read and understood the Department's Gifts and Benefits Policy, and relevant sections of FBR R10.1 and agree that the above action is in accordance with the Policy and FBR. | Sign/date<br>s 22<br><br>18/12/18 |

### Unit Head (refer to Gifts and Benefits Policy) to complete

|   |                                   |
|---|-----------------------------------|
| Name  | Aniana King                       |
| Position title  | Assistant Secretary               |
| Division/Branch   | Financial Business Support Branch |
| I agree that the above action is in accordance with the Policy and FBR. | Sign/date<br><br>18/12/18         |

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance Business Partner for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible filing and retaining the original of this form in accordance with the [Records Management Guidance](#).



## Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's [Gifts and Benefits Policy](#) and [Finance Business Rule \(FBR\) R.10.1](#).

### Information about the Gifts or Benefits\*

|  |   |
|--|---|
| *Date gift or benefit received   | 24 December 2018  |
| *Gifter organisation or person   | s 47G   |
| Relationship of gifter to the Department/official (e.g. contracted, regulatory or peak body)   | First Aid training and supplies provider  |
| Item   | <p>*Description<br/>Carry box with Lindt balls (assorted flavours) and a small quickpick first aid kit</p> <p>*Value per unit</p> <p>How was the value determined?<br/>Based on items in pack</p> <p>*Quantity</p> <p>*Total value<br/>\$45</p> |
| *Reason for accepting gift or benefit  | Just under inconsequential gift benefit cost and mostly highly perishable. s 47G contacted to advise not too send gifts   |
| *Recipient of gift or benefit  | Financial Business Support Branch/ Property Section   |
| Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)                          | No. s 47G had been accepted to undergo a 2019-2021 contract but this has been determined well before the gift was sent and the gift was identified as a recognition of previous years' work not future works                                    |
| *Where is the item stored (e.g. has it been retained by staff member, is it on display in Department or has it been disposed of, if so how – refer to <a href="#">Finance Business Rules</a> ) | Retained by section for consumption   |

\*The above information will be recorded on the Division's [Gifts and Benefits Register](#)

### Recipient to complete

|  |                                   |
|--|-----------------------------------|
| s 22   |                                   |
| Name   |                                   |
| Position title   | Assistant Director                |
| Section  | Property                          |
| Branch   | Financial Business Support        |
| I have read and understood the Department's <a href="#">Gifts and Benefits Policy</a> , and relevant sections of FBR R10.1 and agree that the above action is in accordance with the Policy and FBR. | Sign/date<br>s 22<br><br>2/1/2019 |

### Unit Head (refer to [Gifts and Benefits Policy](#)) to complete

|   |  |
|---|--|
| Name  | Ariona King                                  |
| Position title  | Assistant Secretary                          |
| Division/Branch   | Financial Management / Financial Bus Support |
| I agree that the above action is in accordance with the Policy and FBR. | Sign/date<br>4/1/2019                        |

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance Business Partner for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible filing and retaining the original of this form in accordance with the [Records Management Guidance](#).



Australian Government  
Department of Health

Annual Miscellaneous Information Pack 2018-19

**1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS**

**Cash on hand**

Includes any petty cash, unbanked cheques and any other cash holdings (expected to be minimal).

**Money held by outsiders**

Includes all other CRF money, within the definition of the *Public Governance, Performance and Accountability Act 2013*, held by an outside entity, such as where a non-government entity has been engaged by the Department to collect funds on their behalf and remit back to the Department, but is holding unremitted funds as at 30 June.

| Administered / Departmental               | Cost Center | Division | Type (cash on hand / money held by outsiders) | Amount \$ | Organisation holding money (for money held by outsiders ONLY) |
|---|-------------|----------|---|-----------|---|
|   |             | ACPC     |   | nil       | nil   |
|   |             |          |   |           |   |
|   |             |          |   |           |   |
| <b>Closing balance as at 30 June 2019</b> |             |          |   |           |   |

As at 30 June 2019 a cash count has confirmed the balance of

[redacted] cash on hand.

As at 30 June 2019 outside entities are holding the balance of

[redacted] money held by outsiders

**2) RESOURCES RECEIVED FREE OF CHARGE**

**Resources received free of charge are required to be recognised at their fair value if the fair value:**

- a) Can be reliably measured; and
- b) the services would have been purchased if not received free of charge.

**Fair value is market value.**

| Administered / Departmental                            | Division | Details of resources received free of charge | Name of the organisation providing resources free of charge | Value \$ |
|--|----------|--|---|----------|
|  | ACPC     |  |   | nil      |
|  |          |  |   |          |
|  |          |  |   |          |
| <b>Total resources received free of charge 2018-19</b> |          |  |   |          |

**3) GIFTS GIVEN OR RECEIVED**

**Gifting Relevant property**

Section 66 of the PGPA Act sets out the circumstances where a gift of relevant property may be made by a Minister or an official of a non-corporate Commonwealth entity. This section also provides the Finance Minister with the power to authorise in writing a gift of relevant property. This power has been delegated with directions to all non-corporate Commonwealth entity accountable authorities, who in most cases have sub-delegated it to certain non-corporate Commonwealth entity officials.

**Receiving Gifts and Benefits**

Officials, in the course of their work, may be offered gifts such as souvenirs, bottles of wine and personal items, or benefits, such as sponsored travel, hospitality, accommodation or entertainment. Generally, officials should not accept gifts or benefits in the course of their work. However, there may be circumstances where it is appropriate to accept a gift or benefit. For example, where refusal could cause cultural offence or where attendance at an event is an important means of developing and maintaining relationships with key stakeholders. Officials should carefully consider the appropriateness of a gift or benefit, before accepting or rejecting it. Gifts provided to officials in the course of their work immediately become relevant property when received.

| Administered / Departmental                              | Division | Gift given or received? | Name of the organisation gift was given to / received from | Details of the gift given or received | Value \$ |
|--|----------|-------------------------|--|---------------------------------------|----------|
|  | ACPC     | nil                     |  |                                       |          |
|  |          |                         |  |                                       |          |
|  |          |                         |  |                                       |          |
| <b>Total value of gifts given / received for 2018-19</b> |          |                         |  |                                       | \$ -     |

s 22

**Prepared by:**

Signature

s 22

4 Jul-19

s 22

**Authorised by\*:**

Signature

s 22

4 Jul-19

Name & Date

\* = clearance by an EL2 or above

## Annual Miscellaneous Information Pack 2018-19

### 1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS

#### Cash on hand

Includes any petty cash, unbanked cheques and any other cash holdings (expected to be minimal).

#### Money held by outsiders

Includes all other CRF money, within the definition of the *Public Governance, Performance and Accountability Act 2013*, held by an outside entity, such as where a non-government entity has been engaged by the Department to collect funds on their behalf and remit back to the Department, but is holding unremitted funds as at 30 June.

| Administered / Departmental               | Cost Center | Division | Type (cash on hand / money held by outsiders) | Amount \$ | Organisation holding money (for money held by outsiders ONLY) |
|---|-------------|----------|---|-----------|---|
|   |             | ACCD     |   | nil       |   |
|   |             |          |   |           |   |
|   |             |          |   |           |   |
|   |             |          |   |           |   |
| <b>Closing balance as at 30 June 2019</b> |             |          |   |           |   |

As at 30 June 2019 a cash count has confirmed the balance of

\_\_\_\_\_ cash on hand.

As at 30 June 2019 outside entities are holding the balance of

\_\_\_\_\_ money held by outsiders

### 2) RESOURCES RECEIVED FREE OF CHARGE

Resources received free of charge are required to be recognised at their fair value if the fair value:

- a) Can be reliably measured; and
- b) the services would have been purchased if not received free of charge.

*Fair value is market value.*

| Administered / Departmental                            | Division | Details of resources received free of charge | Name of the organisation providing resources free of charge | Value \$ |
|--|----------|--|---|----------|
|  | ACCD     |  |   | nil      |
|  |          |  |   |          |
|  |          |  |   |          |
|  |          |  |   |          |
| <b>Total resources received free of charge 2018-19</b> |          |  |   |          |

### 3) GIFTS GIVEN OR RECEIVED

#### Gifting Relevant property

Section 66 of the PGPA Act sets out the circumstances where a gift of relevant property may be made by a Minister or an official of a non-corporate Commonwealth entity. This section also provides the Finance Minister with the power to authorise in writing a gift of relevant property. This power has been delegated with directions to all non-corporate Commonwealth entity accountable authorities, who in most cases have sub-delegated it to certain non-corporate Commonwealth entity officials.

#### Receiving Gifts and Benefits

Officials, in the course of their work, may be offered gifts such as souvenirs, bottles of wine and personal items, or benefits, such as sponsored travel, hospitality, accommodation or entertainment. Generally, officials should not accept gifts or benefits in the course of their work. However, there may be circumstances where it is appropriate to accept a gift or benefit. For example, where refusal could cause cultural offence or where attendance at an event is an important means of developing and maintaining relationships with key stakeholders. Officials should carefully consider the appropriateness of a gift or benefit, before accepting or rejecting it. Gifts provided to officials in the course of their work immediately become relevant property when received.

| Administered / Departmental                              | Division | Gift given or received? | Name of the organisation gift was given to / received from | Details of the gift given or received | Value \$ |
|--|----------|-------------------------|--|---------------------------------------|----------|
|  | ACCC     | nil                     |  |                                       |          |
|  |          |                         |  |                                       |          |
|  |          |                         |  |                                       |          |
|  |          |                         |  |                                       |          |
| <b>Total value of gifts given / received for 2018-19</b> |          |                         |  |                                       | \$ -     |

s 22

Prepared by:

Signature / \_\_\_\_\_  
s 22 4 Jul-19  
Name & Date  
s 22

Authorised by\*:

Signature / \_\_\_\_\_  
s 22 4 Jul-19  
Name & Date

\* = clearance by an EL2 or above



# Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's  
Gifts and Benefits Policy and Finance Business Rule (FBR) R.10.1.

## Information about the Gifts or Benefits\*

|   |                               |  |
|---|-------------------------------|--|
| *Date gift or benefit received  |                               | 24 December 2018   |
| *Gifter organisation or person  |                               | s 47G  |
| Relationship of gifter to the Department/official (e.g. contracted, regulatory or peak body)  |                               | First Aid training and supplies provider   |
| Item  | *Description                  | Carry box with lindt balls (assorted flavours) and a small quickpick first aid kit   |
|   | *Value per unit               |  |
|   | How was the value determined? | Based on items in pack   |
|   | *Quantity                     |  |
|   | *Total value                  | \$45   |
| *Reason for accepting gift or benefit   |                               | Just under inconsequential gift benefit cost and mostly highly perishable. S 47G contacted to advise not too send gifts  |
| *Recipient of gift or benefit   |                               | Financial Business Support Branch/ Property Section  |
| Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)         |                               | No. S 47G had been awarded to undergo a 2019-2021 contract but this has been completed well before the gift was sent and the gift is identified as a recognition of previous years' work not current works |
| *Where is the item stored (e.g. has it been retained by staff member, is it on display in Department or has it been disposed of, if so how – refer to Finance Business Rules) |                               | Retained by staff in for assumption  |

\*The above information will be recorded on the Division's Gifts and Benefits Register.

## Recipient to complete

|   |                                |
|---|--------------------------------|
| Name  | 22                             |
| Position title  | Assistant Director             |
| Section   | Property                       |
| Branch  | Financial Business Support     |
| I have read and understood the Department's Gifts and Benefits Policy, relevant sections of FBR R.10.1 and the FBR, that the above action is in accordance with the Policy and FBR. | Sign/date<br>s 22<br>21/1/2019 |

## Unit Head (or gifts and Benefits Policy) to complete

|   |  |
|---|--|
| Name  | Ariana King                                  |
| Position title  | Assistant Secretary                          |
| Division/Branch   | Financial Management / Financial Bus Support |
| I agree that the above action is in accordance with the Policy and FBR. | Sign/date<br>4/1/2019                        |

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance Business Partner for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible for filing and retaining the original of this form in accordance with the Records Management Guidance.

## Annual Miscellaneous Information Pack 2018-19

### 1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS

#### Cash on hand

Includes any petty cash, unbanked cheques and any other cash holdings (expected to be minimal).

#### Money held by outsiders

Includes all other CRF money, within the definition of the *Public Governance, Performance and Accountability Act 2013*, held by an outside entity, such as where a non-government entity has been engaged by the Department to collect funds on their behalf and remit back to the Department, but is holding unremitted funds **as at 30 June**.

| Administered / Departmental               | Cost Center | Division | Type (cash on hand / money held by outsiders) | Amount \$ | Organisation holding money (for money held by outsiders ONLY) |
|---|-------------|----------|---|-----------|---|
|   |             |          |   | Nil       |   |
|   |             |          |   |           |   |
|   |             |          |   |           |   |
| <b>Closing balance as at 30 June 2019</b> |             |          |   |           |   |

As at 30 June 2019 a cash count has confirmed the balance of

[redacted] cash on hand.

As at 30 June 2019 outside entities are holding the balance of

[redacted] money held by outsiders

### 2) RESOURCES RECEIVED FREE OF CHARGE

**Resources received free of charge are required to be recognised at their fair value if the fair value:**

- a) Can be reliably measured; and
- b) the services would have been purchased if not received free of charge.

*Fair value is market value.*

| Administered / Departmental                            | Division | Details of resources received free of charge | Name of the organisation providing resources free of charge | Value \$ |
|--|----------|--|---|----------|
|  |          |  |   | Nil      |
|  |          |  |   |          |
|  |          |  |   |          |
| <b>Total resources received free of charge 2018-19</b> |          |  |   |          |

### 3) GIFTS GIVEN OR RECEIVED

#### Gifting Relevant property

Section 66 of the **PGPA Act** sets out the circumstances where a gift of **relevant property** may be made by a **Minister** or an **official of a non-corporate Commonwealth entity**. This section also provides the **Finance Minister** with the power to authorise in writing a gift of relevant property. This power has been delegated with directions to all non-corporate Commonwealth entity accountable authorities, who in most cases have sub-delegated it to certain non-corporate Commonwealth entity officials.

#### Receiving Gifts and Benefits

**Officials**, in the course of their work, may be offered gifts such as souvenirs, bottles of wine and personal items, or benefits, such as sponsored travel, hospitality, accommodation or entertainment. Generally, officials should not accept gifts or benefits in the course of their work. However, there may be circumstances where it is appropriate to accept a gift or benefit. For example, where refusal could cause cultural offence or where attendance at an event is an important means of developing and maintaining relationships with key stakeholders. Officials should carefully consider the appropriateness of a gift or benefit, before accepting or rejecting it. Gifts provided to officials in the course of their work immediately become relevant property when received.

| Administered / Departmental                              | Division | Gift given or received? | Name of the organisation gift was given to / received from | Details of the gift given or received | Value \$ |
|--|----------|-------------------------|--|---------------------------------------|----------|
| Departmental   | ITD      | Received                | s 47G  | Sumbeam Toaster                       | 49.90    |
|  |          |                         |  |                                       |          |
|  |          |                         |  |                                       |          |
| <b>Total value of gifts given / received for 2018-19</b> |          |                         |  |                                       |          |

s 22

Prepared by:

Signature 9/7/2019  
Name S 22

Authorised by\*:

Signature S 22  
Name & Date  

\* = clearance by an EL2 or above

## Annual Miscellaneous Information Pack 2018-19

### 1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS

#### Cash on hand

Includes any petty cash, unbanked cheques and any other cash holdings (expected to be minimal).

#### Money held by outsiders

Includes all other CRF money, within the definition of the *Public Governance, Performance and Accountability Act 2013*, held by an outside entity, such as where a non-government entity has been engaged by the Department to collect funds on their behalf and remit back to the Department, but is holding unremitted funds as at 30 June.

| Administered / Departmental               | Cost Center | Division | Type (cash on hand / money held by outsiders) | Amount \$ | Organisation holding money (for money held by outsiders ONLY) |
|---|-------------|----------|---|-----------|---|
|   |             |          |   |           |   |
|   |             |          |   |           |   |
|   |             |          |   |           |   |
|   |             |          |   |           |   |
| <b>Closing balance as at 30 June 2019</b> |             |          |   |           |   |

As at 30 June 2019 a cash count has confirmed the balance of

\_\_\_\_\_ cash on hand.

As at 30 June 2019 outside entities are holding the balance of

\_\_\_\_\_ money held by outsiders

### 2) RESOURCES RECEIVED FREE OF CHARGE

Resources received free of charge are required to be recognised at their fair value if the fair value:

- Can be reliably measured; and
- the services would have been purchased if not received free of charge.

*Fair value is market value.*

| Administered / Departmental                            | Division | Details of resources received free of charge | Name of the organisation providing resources free of charge | Value \$ |
|--|----------|--|---|----------|
|  |          |  |   |          |
|  |          |  |   |          |
|  |          |  |   |          |
| <b>Total resources received free of charge 2018-19</b> |          |  |   |          |

### 3) GIFTS GIVEN OR RECEIVED

#### Gifting Relevant property

Section 66 of the PGPA Act sets out the circumstances where a gift of relevant property may be made by a Minister or an official of a non-corporate Commonwealth entity. This section also provides the Finance Minister with the power to authorise in writing a gift of relevant property. This power has been delegated with directions to all non-corporate Commonwealth entity accountable authorities, who in most cases have sub-delegated it to certain non-corporate Commonwealth entity officials.

#### Receiving Gifts and Benefits

Officials, in the course of their work, may be offered gifts such as souvenirs, bottles of wine and personal items, or benefits, such as sponsored travel, hospitality, accommodation or entertainment. Generally, officials should not accept gifts or benefits in the course of their work. However, there may be circumstances where it is appropriate to accept a gift or benefit. For example, where refusal could cause cultural offence or where attendance at an event is an important means of developing and maintaining relationships with key stakeholders. Officials should carefully consider the appropriateness of a gift or benefit, before accepting or rejecting it. Gifts provided to officials in the course of their work immediately become relevant property when received.

| Administered / Departmental                              | Division | Gift given or received? | Name of the organisation gift was given to / received from | Details of the gift given or received | Value \$ |
|--|----------|-------------------------|--|---------------------------------------|----------|
|  | PHSD     | Received                | s 33   | government delegation                 | Umbrella |
|  |          |                         |  |                                       | 20.00    |
| <b>Total value of gifts given / received for 2018-19</b> |          |                         |  |                                       |          |

s 22

Prepared by:

Signature \_\_\_\_\_  
s 22 \_\_\_\_\_  
s 22 \_\_\_\_\_

Authorised by\*:

Signature \_\_\_\_\_  
s 22 \_\_\_\_\_  
Name & Date \_\_\_\_\_

\* = clearance by an EL2 or above



## Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's [Gifts and Benefits Policy](#) and Finance Business Rule (FBR) R.10.1.

### Information about the Gifts or Benefits\*

|   |                               |   |
|---|-------------------------------|---|
| *Date gift or benefit received  | 31 October 2018               |   |
| *Gifter organisation or person  | s 47F      s 47G              |   |
| Relationship of gifter to the Department/official (e.g. contracted, regulatory or peak body)  | Stakeholder                   |   |
| Item  | *Description                  | Prime Ministers XI Cricket Aust vs Sth Africa |
|   | *Value per unit               | Approx \$200.00                               |
|   | How was the value determined? | Research of similar events                    |
|   | *Quantity                     | 1 ticket, dinner and parking                  |
|   | *Total value                  | \$200.00                                      |
| *Reason for accepting gift or benefit   | Stakeholder meeting           |   |
| *Recipient of gift or benefit   | Narelle Smith                 |   |
| Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)         | No                            |   |
| *Where is the item stored (e.g. has it been retained by staff member, is it on display in Department or has it been disposed of, if so how – refer to Finance Business Rules) | N/A                           |   |

\*The above information will be recorded on the Division's Gifts and Benefits Register

### Recipient to complete

|   |  |
|---|--|
| Name  | Narelle Smith  |
| Position title  | Assistant Secretary  |
| Section   | Office for Sport   |
| Branch  | PHSD   |
| I have read and understood the Department's Gifts and Benefits Policy, and relevant sections of FBR R10.1 and agree that the above action is in accordance with the Policy and FBR. |  |

### Unit Head (refer to [Gifts and Benefits Policy](#)) to complete

|   |           |
|---|-----------|
| Name  |           |
| Position title  |           |
| Division/Branch   |           |
| I agree that the above action is in accordance with the Policy and FBR. | Sign/date |

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance Business Partner for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible for filing and retaining the original of this form in accordance with the [Records Management Guidance](#).

PSD Annual Miscellaneous Information Pack 2018-19

**1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS**

**Cash on hand**

Includes any petty cash, unbanked cheques and any other cash holdings (expected to be minimal).

**Money held by outsiders**

Includes all other CRF money, within the definition of the *Public Governance, Performance and Accountability Act 2013*, held by an outside entity, such as where a non-government entity has been engaged by the Department to collect funds on their behalf and remit back to the Department, but is holding unremitted funds as at 30 June.

| Administered / Departmental               | Cost Center | Division | Type (cash on hand / money held by outsiders) | Amount \$ | Organisation holding money (for money held by outsiders ONLY) |
|---|-------------|----------|---|-----------|---|
|   |             |          |   |           |   |
|   |             |          |   |           |   |
|   |             |          |   |           |   |
|   |             |          |   |           |   |
| <b>Closing balance as at 30 June 2019</b> |             |          |   |           |   |

As at 30 June 2019 a cash count has confirmed the balance of

cash on hand.

As at 30 June 2019 outside entities are holding the balance of

money held by outsiders

**2) RESOURCES RECEIVED FREE OF CHARGE**

Resources received free of charge are required to be recognised at their fair value if the fair value:

- a) Can be reliably measured; and
- b) the services would have been purchased if not received free of charge.

*Fair value is market value.*

| Administered / Departmental                            | Division | Details of resources received free of charge | Name of the organisation providing resources free of charge | Value \$ |
|--|----------|--|---|----------|
|  |          |  |   |          |
|  |          |  |   |          |
|  |          |  |   |          |
|  |          |  |   |          |
| <b>Total resources received free of charge 2018-19</b> |          |  |   |          |

**3) GIFTS GIVEN OR RECEIVED**

**Gifting Relevant property**

Section 66 of the PGPA Act sets out the circumstances where a gift of relevant property may be made by a Minister or an official of a non-corporate Commonwealth entity. This section also provides the Finance Minister with the power to authorise in writing a gift of relevant property. This power has been delegated with directions to all non-corporate Commonwealth entity accountable authorities, who in most cases have sub-delegated it to certain non-corporate Commonwealth entity officials.

**Receiving Gifts and Benefits**

**Officials**, in the course of their work, may be offered gifts such as souvenirs, bottles of wine and personal items, or benefits, such as sponsored travel, hospitality, accommodation or entertainment. Generally, officials should not accept gifts or benefits in the course of their work. However, there may be circumstances where it is appropriate to accept a gift or benefit. For example, where refusal could cause cultural offence or where attendance at an event is an important means of developing and maintaining relationships with key stakeholders. Officials should carefully consider the appropriateness of a gift or benefit, before accepting or rejecting it. Gifts provided to officials in the course of their work immediately become relevant property when received.

| Administered / Departmental                              | Division       | Gift given or received? | Name of the organisation gift was given to / received from | Details of the gift given or received  | Value \$                                       |
|--|----------------|-------------------------|--|--|--|
| Departmental   | PSD            | Received                | S 47F  | Book Voucher   | \$ 25  |
| Departmental   | PSD            | Received                | S 33   | Small synthetic/wood picture frame branded "Ministry of Health S 33 / "College of Medicine" received at conclusion of 15May19 meeting on MBS/PBS | Nil (ie would attract negligible resale value) |
| Departmental   | PSD            | Received                | S 33   | Amairo' Sake, 500ml  | Retail value is JPY 7,300 (approx AUD 96.50)   |
| Departmental   | HSPC Executive | Received                | S 33   | Two tumbler glasses in a wooden box  | Estimated cost \$130                           |
| <b>Total value of gifts given / received for 2018-19</b> |                |                         |  |  | <b>\$ 251.50</b>                               |

Prepared by: S 22

Signature  
S 22  
Name & Date  
S 22

Authorised by\*:

Signature  
S 22  
Name & Date  
S 22

\* = clearance by an EL2 or above



## Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's [Gift and Benefits Guideline](#) and Finance Business Rule R.10.1.

### Information about the Gifts or Benefits\*

|   |  |
|---|--|
| *Date gift or benefit received  | 25 July 2018   |
| *Gifter organisation or person  | s 47F Secretary General of S 47C   |
| Relationship of gifter to the Department/official (eg contracted, regulatory or peak body)  | Peak body  |
| Item  | *Description<br>National Press Club Address by s 47F<br>President of the s 47G |
|   | *Value per unit<br>\$86.70   |
|   | How was the value determined?<br>Via Website                                   |
|   | *Quantity<br>1 seat  |
|   | *Total value<br>\$86.70  |
| *Reason for accepting gift or benefit   |  |
| *Recipient of gift or benefit   |  |
| Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)       |  |
| *Where is the item stored (eg has it been retained by staff member, is it on display in Department or has it been disposed of, if so how – refer to Finance Business Rules) |  |

\*The above information will be recorded on the DOH Sign and DOH Gift Register

### Recipient to complete

|  |                              |
|--|------------------------------|
| Name   | Glenys Beauchamp             |
| Position title   | Secretary                    |
| Section  | Executive                    |
| Branch   |                              |
| I have read and understood the Department's Gift and Benefits Guideline and agree that the above action is in accordance with the Guideline. | Sign/date<br>s 22<br>13/7/18 |

### Unit Head (refer to [Gift and Benefits Guideline](#)) to complete

|  |                         |
|--|-------------------------|
| Name   | Matt Yannopoulos        |
| Position title   | Chief Operating Officer |
| Division/Branch  | Executive               |
| I agree that the above action is in accordance with the Guideline. | Sign/date<br>13/7/18    |

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance/Business Manager for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible filing and retaining the original of this form in accordance with the [Records Management Guidance](#).



# Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's [Gifts and Benefits Policy](#) and Finance Business Rule (FBR) R.10.1.

## Information about the Gifts or Benefits\*

|   |   |
|---|---|
| *Date gift or benefit received  | 28 June 2019                                |
| *Gifter organisation or person  | s 33  |
| Relationship of gifter to the Department/official (e.g. contracted, regulatory or peak body)  | Foley - government                          |
| Item  | <b>*Description</b>                         |
|   | Sake from Sato - partner                    |
|   | <b>*Value per unit</b>                      |
|   | \$130                                       |
|   | <b>How was the value determined?</b>        |
|   | Retail Company                              |
|   | <b>*Quantity</b>                            |
|   | 1   |
|   | <b>*Total value</b>                         |
|   | 130   |
| *Reason for accepting gift or benefit   | Souvenir - I paid value of gift > \$50      |
| *Recipient of gift or benefit   | Caroline Edwards                            |
| Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)         | no  |
| *Where is the item stored (e.g. has it been retained by staff member, is it on display in Department or has it been disposed of, if so how - refer to Finance Business Rules) | Retained by staff member (having paid \$80) |

\*The above information will be recorded on the Division's Gifts and Benefits Register

## Recipient to complete

|   |   |
|---|---|
| Name  | Caroline Edwards,   |
| Position title  | Dep. Sec.   |
| Section   |   |
| Branch  |   |
| I have read and understood the Department's Gifts and Benefits Policy, and relevant sections of FBR R10.1 and agree that the above action is in accordance with the Policy and FBR. | Sign/date<br> |

## Unit Head (refer to [Gifts and Benefits Policy](#)) to complete

|   |   |
|---|---|
| Name  | Matt Yannopoulos  |
| Position title  | Chief Operating Officer   |
| Division/Branch   |   |
| I agree that the above action is in accordance with the Policy and FBR. | Sign/date<br><br>29/7/19 |

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance Business Partner for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible filing and retaining the original of this form in accordance with the [Records Management Guidance](#).

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**From:** Moody, Donna  
**Sent:** Tuesday, 4 September 2018 9:51 AM  
**To:** s 22  
**Cc:** s 22  
**Subject:** RE: invitation to s 47G 20th birthday gala dinner and Healthy Communities Forum [SEC=UNCLASSIFIED]

Fine with me

Sent with BlackBerry Work  
([www.blackberry.com](http://www.blackberry.com))

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**From:** s 22  
**Date:** Tuesday, 04 Sep 2018, 8:23 am  
**To:** Moody, Donna <[Donna.MOODY@health.gov.au](mailto:Donna.MOODY@health.gov.au)>  
**Cc:** s 22  
**Subject:** FW: invitation to s 47G 20th birthday gala dinner and Healthy Communities Forum [SEC=UNCLASSIFIED]

Hi Donna,  
Qld HGN has purchased 2 tickets (\$150 each) to the annual s 47G Forum on 14 September 2018. This does not include the evening gala dinner.  
The department has been offered 2-3 tickets (valued at \$150), as the department is the main funder of s 47G to attend the dinner.

I would like to send at least one person (either s 22 or myself as we will not be attending the Forum during the day) to attend for networking purposes.

Are you ok with this?

Regards

s 22

State Manager  
Health Grants and Network – Queensland Office  
*Indigenous Health Programs Lead*  
Australian Government Department of Health

s 22

Location: Level 17, 160 Ann Street, Brisbane.

Mail: c/o GPO Box 9848 Brisbane QLD 4001



*We acknowledge the traditional custodians of the land, community, sea, and waters where we live and work. We pay our respects to our elders past, present and future and value the contributions Indigenous Australians make in our society.*

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**From:** s 47F  
**Sent:** Friday, 10 August 2018 1:07 PM  
**To:** s 22  
**Subject:** invitation to s 47G 20th birthday gala dinner and Healthy Communities Forum [SEC=No Protective

Marking]

**Importance:** High

Dear s 22

I hope you are all well.

You may be aware that s 47G is celebrating an important milestone this year – we're turning 20! We're celebrating with a gala dinner, which will be held at the Convention Centre in Brisbane on Fri 14 Sept from 6.30pm. As our main funder, we would like to offer you each two-three complimentary tickets to this event. Please let me

know if you're able accept these and who from your departments will be coming so that I can arrange for someone here to send you the tickets.

The gala dinner will follow our usual annual 'healthy communities forum'. You are more than welcome to register for this also (as per usual registration process). Please share with your colleagues, as you see appropriate.

More information about both the celebratory gala dinner and the forum can be found on our website – see:  
s 47G

s 22 , I'm aware that you're interstate and operate on very limited travel budgets but we wanted to ensure you're aware of these events, in case you are able to attend.

Many thanks and I look forward to your replies soon.

Kind regards

s 47F

s 47G

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BY THE DEPARTMENT OF HEALTH

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**From:** s 22  
**Sent:** Wednesday, 12 September 2018 9:07 AM  
**To:** s 47F  
**Cc:** s 47F  
**Subject:** RE: invitation to s 47G 20th birthday gala dinner and Healthy Communities Forum [SEC=UNCLASSIFIED]

Hi s 47F ,

I have a change in plans, I would like to attend the gala dinner if it is not too late to secure a spot.

Thanks

s 22

State Manager  
Health Grants and Network – Qld and NT Offices  
*Indigenous Health Programs Lead*  
Australian Government Department of Health  
s 22

Location: Level 17, 160 Ann Street, Brisbane.  
Mail: c/o GPO Box 9848 Brisbane QLD 4001



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---

**From:** s 47F  
**Sent:** Monday, 10 September 2018 2:18 PM  
**To:** s 22  
**Cc:** s 47F  
**Subject:** RE: invitation to s 47G 20th birthday gala dinner and Healthy Communities Forum [SEC=UNCLASSIFIED]

Noted. Many thanks for confirming, Tessa.  
See you Friday.

Kind regards

s 47G, s 47F

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**From:** s 22  
**Sent:** Monday, 10 September 2018 2:15 PM  
**To:** s 47F ; s 22  
**Cc:** s 47F  
**Subject:** RE: invitation to s 47G 20th birthday gala dinner and Healthy Communities Forum [SEC=UNCLASSIFIED]

Hi s 47F ,

Unfortunately s 22 colleagues will not be able to make the dinner either as they have flights to catch.

Regards

s 22

State Manager  
Health Grants and Network – Qld and NT Offices  
*Indigenous Health Programs Lead*  
Australian Government Department of Health  
s 22

Location: Level 17, 160 Ann Street, Brisbane.  
Mail: c/o GPO Box 9848 Brisbane QLD 4001



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---

**From:** s 47F

**Sent:** Monday, 10 September 2018 1:59 PM

**To:** s 22

**Cc:** s 47F

**Subject:** RE: invitation to s 47G 20th birthday gala dinner and Healthy Communities Forum [SEC=UNCLASSIFIED]

Many thanks for the update, s 22 .

We have noted s 22 attendance at the dinner and look forward to welcoming her.

I'm also looking forward to seeing you and s 22 colleagues at the Forum, itself. I understand that someone will advise later today as to whether s 22 colleagues will be staying on for dinner.

Kind regards

s 22, s 47F

s 47G

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**From:** s 22

**Sent:** Monday, 10 September 2018 10:50 AM

**To:** s 47G

s 22

**Subject:** RE: invitation to s 47G 20th birthday gala dinner and Healthy Communities Forum [SEC=UNCLASSIFIED]

Hi s 47F

Thank you for the offer of these tickets.

Unfortunately s 22 are not able to attend the gala dinner but s 22, Director for Aged Care Regulation and Health Representation Teams, Qld office would appreciate a ticket to attend the dinner.

I know that s 22 has two officers attending the Forum and will confirm their availability or not to attend the dinner later today.

I will be there for the Forum and look forward to catching up with you then.

Regards

s 22

State Manager

Health Grants and Network – Qld and NT Offices

*Indigenous Health Programs Lead*

Australian Government Department of Health

s 22

Location: Level 17, 160 Ann Street, Brisbane.

Mail: c/o GPO Box 9848 Brisbane QLD 4001



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**From:** s 47F

**Sent:** Friday, 10 August 2018 1:07 PM

**To:** s 22

**Subject:** invitation to s 47G 20th birthday gala dinner and Healthy Communities Forum [SEC=No Protective Marking]

**Importance:** High

Dear<sup>s 22</sup>

I hope you are all well.

You may be aware that<sup>s 47G</sup> is celebrating an important milestone this year – we're turning 20! We're celebrating with a gala dinner, which will be held at the Convention Centre in Brisbane on Fri 14 Sept from 6.30pm. As our main funder, we would like to offer you each two-three complimentary tickets to this event. Please let me know if you're able accept these and who from your departments will be coming so that I can arrange for someone here to send you the tickets.

The gala dinner will follow our usual annual 'healthy communities forum'. You are more than welcome to register for this also (as per usual registration process). Please share with your colleagues, as you see appropriate.

More information about both the celebratory gala dinner and the forum can be found on our website – see:  
<sup>s 47G</sup>

Abha and Rhonda, I'm aware that you're interstate and operate on very limited travel budgets but we wanted to ensure you're aware of these events, in case you are able to attend.

Many thanks and I look forward to your replies soon.

Kind regards

<sup>s 47F</sup>

<sup>s 47G</sup>

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